

OUR NEW YORK CITY DANCE

Thursday, December 29, 2011

Education Assistant at Dance New Amsterdam

To apply for this position please send your resume along with a cover letter to: Jamie Dowd Education Director jdowd@dnadance.org

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Compensation is negotiable

Position Overview:

Assist in the coordination of education administration and assignments relating to daily studio operations

Responsibilities:

Administrative:

- -Responsible for general clerical duties, class schedules, instructor/musician personnel files and all related materials
- -General financial reporting of workshops and certifications held at DNA
- -Set-up and follow though for the Pilates Certification as well as workshops held at DNA
- -Directly working with the Education Director on class subbing and new hire protocols

Internship/Work study Program:

- -Coordinate current intern/work studies schedules and inquiries
- -Process evaluation paper
- -Coordinate with departments for needs to be met with intern

Musicians

- -Scheduling of permanent musicians for class accompaniment and special guest artist
- -Track musician timesheets and class scheduling
- -Negotiate contracts, coordinate payroll
- -New Hire I-9 compliance

Qualifications

- -BA/BS degree is preferred and 1+ year of experience in school administration
- -Preferred knowledge of MindBody software system
- -Proven ability to work as both a team member & independent leader
- -Desire to work with diverse staff
- -Experience with a dance institution a plus
- -Detail oriented

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